

Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]

Subject: Reminder: Upcoming Expiration of Medical Certificate

Dear [Employee Name],

This is a formal reminder that your current medical certificate is scheduled to expire on **[Insert Expiration Date]**.

According to company policy and regulatory requirements, a valid medical certificate is mandatory for your current position. To ensure there is no disruption to your work schedule, please undergo the necessary medical examination and submit an updated certificate to the Human Resources department no later than [Insert Deadline Date].

Failure to provide a renewed certificate by the expiration date may result in [Insert Consequence, e.g., temporary suspension from duties/non-compliance record].

If you have already renewed your certificate, please disregard this notice and provide us with a copy as soon as possible.

Should you have any questions regarding the renewal process or approved medical providers, please contact [Insert Department/Contact Name].

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]